**TAB** 

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Control of the Contro

MOTOR VEHICLE ASSIGNMENT AND UTILIZATION SURVEY FORM (Vehicles Assigned to Individuals on Declaration of Trust)

1. Description of Vehicle and Office of assignment:

YEAR MAKE

MODEL

ENGINE NUMBER

PROCURED

OFFICE TO WHICH

ASSIGNED

" AVERAGE DAILY MILEAGE, FY 53

- \* (Based on 22 days operation per month.)
- 2. Name and title of the individual exercising direct control over the operation or use of the vahials.

NAME

TITLE

- 3. Does the individual listed above understand Fublic Law 600, 79th Congress, with reference to use of Government owned vehicles?
- 4. Purpose for which vehicle is used. (See Note # 1)
- 5. Is the vehicle used for overt or covert purposes?
- 6. Is the vehicle ever used for other than official purposes? If so, explain, justify and indicate method of reimbursement to the Government, if any.

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Security Information

	Does this volicle provide the most efficient motor vehicle support for the purpose or purposes for which used?
&	Names of all personnel who operate the vehicle.
9	Justification for assignment; a. To the Office: (See Note # 2)
	b. On Declaration of Trust (See Note # 3)
10.	Is it feasible to use privately owned automobile instead of government vehicle and reinhurse the owner on a mileage basis of 7 cents per mile for the number of miles driven for official purposes only?
11.	State security reasons, if any, which preclude showing origin and destination for each trip.

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Security Indequation

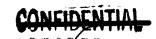
12. With reference to maintenance, is the stellar maintained on a regularly scheduled basis in accordance with usually accepted government standards?

Records maintained in the office of assignment or by the individual to whom the vehicle is assigned on Declaration of Trust, if any. (See Note # 4).

NOTES: (Vehicles Assigned to Individuals on Declaration of Trust)

- Include all purposes for which the weblicle is used.
- #2 Explain why the vehicle should be assigned to the office. Include reasons why other assigned vehicles, commercial transportation (taxi, bus, street car, stc.,) cannot be used to serve the indicated purpose.
- #3 Explain why the vehicle should be assigned to an individual on Declaration of Trust rather than to the office concerned.
- 4 Briefly describe the records maintained with regard to:
  - a. Daily trips;
    - b. Destination of trips;
    - c. Number of miles per trip;
    - d. Elapsed time per trip; e. Authority for trips;
- f. Reinburgement-
  - (1) To the individual for:
    - (a) Registration costs;
    - (b) Insurance costs;
    - (c) Normal operational costs (gasoline, oil, lubrication, anti-freeze, etc.)
    - (a) Replacement of minor parts and installation costs therefor;
    - (a) Major repairs (everhaul, accident demage, tire and tube replacement, etc.)
  - (2) To the government for personal use
- g. Authority for use by personnel other than the individual to whom the volded is assigned on Reclaration at Irust.

# 5 Signature and Title



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